

RECORDS SURVEY WORK SHEET		DATE (1)
OFFICE, DIVISION, BRANCH, SECTION (2)		LOCATION (3)
NAME OF FILE (4)	CUSTODIAN (5)	
DESCRIPTION (Function of files, value, frequency of use, form numbers and titles, and other descriptive data.)		

(6) I N S T R U C T I O N S

1. Date: Current date of inventory.
2. Directorate Office, Division, Branch, and Section maintaining the files.
3. Location of Files: Building and room number.
4. Name of file: Use title shown on Records Control schedule. If non-scheduled, be descriptive.
5. Custodian: Enter name of person who is responsible for the files.
6. Description: Enter schedule and item number. If new or non-scheduled series give complete description of the records.
7. Arrangement of Records Series: Alphabetic by subject, numerically, etc.
8. Dates: Enter years only of oldest and most recent documents.
9. Size: Check appropriate box and enter linear feet of records. (Convert onto 1970 Report.) (Measurements should be as simple as possible; figures rounded to the nearest half-foot are adequate.)
10. Equipment: Check appropriate box or enter under other and describe in Remarks.
11. Remarks: Use for safe numbers, details about equipment, or other explanatory information.

FILING ARRANGEMENT (7)				INCLUSIVE DATES (8)	
(9) SIZE OF RECORDS	LEGAL	LETTER	OTHER (Specify)		LINEAR FEET
	3" X 5"	5" X 8"			
(10) EQUIPMENT OCCUPIED BY RECORDS	SAFE	CABINET	OTHER (Specify)		NO. OF DRAWERS
	LEGAL	LETTER			
REMARKS					